

July 3, 2003

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 03-01
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: National Health and Wellness Conference (May 6-9, 2003):
Proceedings and Presentations Available Online

1. Purpose. To announce the availability of conference materials (e.g., presentations, photographs, handouts, and participant list) online at www.jobcorpshealth.com.

2. Background. The National Health and Wellness Conference was held May 6-9, 2003, in Phoenix, AZ. Approximately 300 participants attended the conference, including 118 health and wellness managers/center nurses, 72 center mental health consultants, 28 center disability coordinators, 10 center directors, 30 regional office staff, and 40 “other” center and corporate staff. The conference theme “*Ensuring Healthy and Safe Futures,*” provided an opportunity for center health and wellness staff to discuss health and safety topics related to the Job Corps program (e.g., new initiatives, policy changes, program changes, etc.), share center and regional information (e.g., promising practices), and discuss issues specific to each health discipline participating. Participants were issued contact hour certificates. Participants received contact hours as follows:

- Nurses attending received 11.5 contact hours as defined by the California Board of Nursing, the certifying body for Job Corps health training and conference events.
- Non-nursing attendees received 16.5 contact hours, inclusive of all general and specialty sessions.

Presentation highlights, by topic, are identified below.

Career Development Services System and Wellness:

- a. Health Professionals and the Career Development Services System (CDSS): How the Technology Can Help - This presentation provided participants with an overview of the Outreach Admissions Student Input System (OASIS), Center Information System (CIS), and Career Transition Services (CTS) application programs, and the use of the Personal Career Development Plan (PCDP) and case notes. Participants were provided strategies on how to effectively use these programs. *(Presenter: Janis Pearson, JCDC)*

- b. Facilitating Wellness to Employability - This panel presentation provided participants with hands-on information regarding incorporating wellness and employability programs at Job Corps centers. Specific strategies and activities were presented from the St. Louis, Excelsior Springs, and Chicago Job Corps Centers. *(Moderator: Steve Corey, Regional Mental Health Consultant. Panel Members: Charles Singleteary, Center Director; Robert Paul, Center Mental Health Consultant; Caroline Pauley, Health and Wellness Manager, Excelsior Springs JCC; Judith Tindall, Center Mental Health Consultant, St. Louis JCC; Alexander Eschbach, Center Mental Health Consultant and Gemma Ross, Health and Wellness Manager, Chicago JCC)*

- c. Contraceptive Update – Pills, Shots, Patches, and Rings - This workshop addressed recent advances in contraceptive methods and their applicability to Job Corps students. Participants were invited to share promising practices regarding reproductive health care and pregnancy prevention on their centers. *(Presenters: John Kulig, Regional Medical Consultant; Laurie Hornberger, Regional Medical Consultant)*

- d. The Phenomenal Oral Health and Wellness Manager - Phenomenal oral health and wellness programs require phenomenal oral health and wellness program managers. In this interactive workshop, health and wellness managers/nurses gained the knowledge base to manage the center’s oral health and wellness program competently, as well as learn the best advice on leading, motivating, and inspiring the oral health and wellness program team to perform phenomenally. *(Presenter: Pamela Alston, Principal Dental Consultant)*

Disabilities:

- a. Meeting the Individual Needs of Each Student with a Disability - The Phoenix Job Corps Center developed a comprehensive disability program designed to meet the individual needs of each student with a disability from outreach/admissions through placement. This panel presentation described how center staff function as a team and the disability activities that occur during each of the four phases of

CDSS. Students with disabilities shared their perspectives on the culture of inclusion on center. Suggestions for developing a center program and overcoming obstacles were provided. *(Moderator: Nancy Dean, Health and Wellness Manager/CDD, Phoenix JCC; Phoenix JCC Students)*

- b. Be a Super Center Director's Designee (CDD): Time Management Strategies - Since all CDDs have at least one other position on center, effective time management is of critical importance. This session provided strategies and tips for creating and organizing an effective center disability program. *(Presenter: Nancy Dean, Health and Wellness Manager/CDD, Phoenix JCC)*
- c. Learning Disabilities - This session provided general information about many topics related to serving students with disabilities in Job Corps, including accommodations for students with learning disabilities, learning difficulties, learning styles, testing accommodations, and funding options for students suspected of having learning disabilities. *(Presenter: Diane Fairchild, Director of Special Needs, Guajome Park Academy)*
- d. Transition, Placement, and Community Resources - This session discussed transition and placement issues for students with disabilities. Discussion topics included educating the student, working with employers, and developing a transition plan. Community resources that can assist in this process were highlighted and a handout of detailed resource information was provided. *(Presenter: Cindy Daniel, Assistant Director of Services and Programs, The Arc of Northern Virginia)*
- e. Reasonable Accommodation - This session provided general information on reasonable accommodation, described how the Job Accommodation Network can assist CDDs during the reasonable accommodation process, and examined case studies of accommodations provided by Job Corps centers. *(Presenters: Mayda LaRosse, Human Factors Consultant, Job Accommodation Network; Michelle Day, Disability Coordinator, Humanitas, Inc.)*

Health Insurance Portability and Accountability (HIPAA):

- a. Privacy Rule/HIPAA - This presentation provided participants with a summary of HIPAA, the Privacy Rule, and what admission counselors, centers, health and wellness managers, and others need to accomplish in order to be compliant. *(Presenters: April Nelson, Department of Labor Solicitor's Office; Barbara Grove, National Nurse Consultant)*
- b. Confidentiality and the Privacy Rule/HIPAA - This workshop explored the impact of HIPAA and the Privacy Rule and provided guidelines on the delivery of mental health services at Job Corps. Topics included confidentiality, proper notification, documentation, and how records should be stored and released. *(Presenters: Valerie Cherry, Principal Mental Health Consultant; Donald Kraybill, Regional Mental Health Consultant)*

Health and Wellness Programming:

- a. Medical Update - This presentation provided participants with information regarding emerging infectious diseases such as SARS, smallpox, anthrax, and the West Nile virus. Gonococcal resistance, antiviral therapy, and DNA amplification diagnostic testing regarding these diseases was discussed. *(Presenter: John Kulig, Regional Medical Consultant)*

- b. Effective Health and Wellness Programs on Center: Tobacco Use Prevention Program (TUPP) and Weight Management - Tobacco use and obesity are two prevalent health concerns that could have a major impact on the overall health and employability of Job Corps students. This workshop showcased effective center tobacco use prevention and weight management programs. Center health and wellness staff shared with participants their specific programs aimed at tobacco use cessation and weight improvement that have been successful on their centers. *(Presenters: Joyce Loyd, Health and Wellness Manager, Montgomery JCC; Marsha Smith, Health and Wellness Manager, St. Louis JCC; Harvey Ruschmann, TEAP Specialist, Cascades JCC; Francis Capili, Tobacco Health Education Specialist, Santa Clara County Public Health Department)*

Mental Health:

- a. Mental Health Issues in Job Corps: Reaching Beyond - This panel presentation examined how to effectively use center staff to support students with mental health issues in Job Corps. Specifically, the session identified the most common mental health issues, including medication management, and which staff should be involved with students through each CDSS period. The panel identified strategies that students need to learn during the career transition phase to help prepare them to manage their mental health issues beyond Job Corps in order to maintain employment. *(Presenters: David Kraft, Regional Mental Health Consultant; Joe Grillo, Center Mental Health Consultant, Long Beach JCC; Nancy Alter, CT Specialist, Fred G. Acosta JCC)*

- b. Developing an Employee Assistance Program (EAP) Model of Mental Health, Training Employee Assistance Program (TEAP), and Wellness - This workshop focused on utilizing the EAP approach for mental health, TEAP, and wellness. Participants were provided with an overview of the EAP model and how it is applicable to the Job Corps environment. Topics included defining the client, referral process, intervention approaches, and impact of employability. *(Presenters: Patricia Jackson, Regional Nurse/TEAP Consultant; Lawrence Gilbert, Center Mental Health Consultant/TEAP Specialist and Karen Carter, Health and Wellness Manager, Talking Leaves JCC)*

- c. Managing the Many Roles of a Center Mental Health Consultant (CMHC)—Folder Review, Disability Accommodation, Direct Service, Staff Development, TEAP, etc. - The CMHC is a critical part of the Job Corps team. This workshop reviewed the roles and responsibilities of the CMHC as outlined in the Policy and Requirement Handbook (PRH) and CMHC Technical Assistance Guide (TAG)

and provided suggestions on how to manage the multiple tasks in the Job Corps environment. (Presenters: Vicki Boyd, Ph.D., Regional Mental Health Consultant; Darrell Mills, Center Mental Health Consultant, Miami JCC)

- d. Increasing Adherence to Prescribed Medications - This workshop provided participants with a brief review of the literature on prescription adherence, as well as a model for collaborative prescribing. Specific format and procedures for a medication monitoring group were discussed along with descriptive data from such a group at the Timber Lake Job Corps Center. (Presenter: Rocky Garrison, Center Mental Health Consultant, Timber Lake JCC)
- e. Applicant Folder Review and Medical Separation - This session provided participants with real life case examples to demonstrate the difference between a behavioral review and a mental health review, and provided specific guidelines on mental health separations. (Presenters: Andrew Berger, Regional Mental Health Consultant; Lydia Santiago, Center Mental Health Consultant, Treasure Island JCC)
- f. How to Develop a Comprehensive Mental Health and Wellness Program on Your Center - This session provided participants with a brief overview of CDSS and its components. Participants were led through exercises to identify mental health and wellness activities for each phase of CDSS. Participants were provided with specific activities they can implement on center. (Presenters: Bill Hummel, Regional Mental Health Consultant; Steve Corey, Regional Mental Health Consultant)

Student Safety and Violence Prevention:

- a. Student Safety - This presentation provided participants with a summary of Job Corps significant incident report data and how it compares to national trends. A panel presentation of center staff discussed specific strategies used on center to promote student safety. (Presenters: Valerie Cherry, Principal Mental Health Consultant; Hareld Craig, Center Director, and Steve Carrillo, Safety Officer, Fred G. Acosta JCC; Greg Weber, Center Director, Woodland JCC)
 - b. Youth Violence - This presentation provided participants with key messages regarding youth violence. Focus areas included major research findings and conclusions, myths and facts, prevalence and trends, risk and protective factors. Emphasis was placed on how to identify effective strategies for youth violence prevention and which model programs may be beneficial to the Job Corps environment. The presenter provided a list of successful youth violence programs that could be helpful to Job Corps centers. Lastly, there was a discussion on suicide awareness and prevention among youth. (Presenter: Alan Brown, Director, Office of Research and Strategic Planning, Arizona Prevention Resource Center)
4. Action. Center directors should distribute copies of this Notice to senior management and health services staff.

5. Expiration Date. Until superseded.

6. Inquiries. Direct any inquiries to Barbara Grove, RN, at (202) 693-3116, or email to grove.barbara@dol.gov.